

AD 2.9, Employee Recognition

Prepared for signature 2/21/03 - effective 3/5/03

1. Policy. The Department of Correction shall acknowledge the value of exceptional employees and organizations and shall officially recognize and commend them for service above and beyond the normal scope of their duties.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. Administrative Directive 2.11, Employee Dependability.
3. Awards Ceremony. The Department of Correction's Annual Awards Ceremony shall normally be conducted during National Correctional Employee Week.
4. Nomination Procedures. Nominations for Department of Correction Awards shall be submitted on the Annual Awards Ceremony Nomination Form, CN 2901. These nominations shall be presented to the appropriate selection committee for each award, as indicated within this Directive. The rating period will run from April 1 through March 31.
5. Department Awards. Department Awards shall be presented as specified in this Directive. Should a nominee not be selected as an award recipient for a given category, the nomination may be assigned to an alternate award category at the discretion of the selection committee provided that the criteria and eligibility requirements have been met.
6. Medal of Valor (Heroism/Bravery). The Medal of Valor award shall be presented to Department of Correction employee who during the previous calendar year performed an act of extraordinary bravery and exceptional valor. The incident shall have involved an imminent threat to the nominee's life, with the nominee's knowledge of the risk prior to taking action. The action(s) shall have been above and beyond the call of duty.
 - A. Criteria. A candidate shall be considered based upon an incident when the employee acted above and beyond normal job responsibilities in order to save another individual's life, knowing that the heroic action had a high probability of resulting in the loss of the employee's own life. The magnitude or outcome of the incident in and of itself shall have no bearing on the nomination. The nomination shall be based on the action of the individual being nominated and not the action of a group.
 - B. Eligibility. Any employee of the Department of Correction at the time of the action shall be eligible. The recipient of the Distinguished Service Medal shall not be eligible to receive the Medal of Valor for the same act.
 - C. Nominator. A Unit Administrator may nominate a candidate who meets the eligibility requirements. Any nomination shall be submitted to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony.
 - D. Selection. Each nomination shall be reviewed by the appropriate Division Administrator and forwarded to the Selection Committee. The Committee shall be appointed by the Commissioner.

7. Distinguished Service Medal. The Distinguished Service Medal shall recognize any Department employee who was injured in the line of duty, without any discredit, and/or who acted in a unique manner that exemplifies the highest level of professionalism during an emergency.
 - A. Criteria. A candidate shall be considered based upon an incident during which the employee displayed the highest degree of professionalism in order to maintain the safety and security of their fellow employees, the public, or the offenders under the Department's custody.
 - B. Eligibility. Any employee of the Department of Correction at the time of the action shall be eligible. The recipient of the Medal of Valor Award shall not be eligible to receive the Distinguished Service Medal for the same act.
 - C. Nominator. A Unit Administrator may nominate a candidate who meets the eligibility requirements. Nominations shall be submitted to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony.
 - D. Selection. Each nomination shall be reviewed by the appropriate Division Administrator who shall make recommendations to the Commissioner for selection.
8. Circle of Merit. The Circle of Merit award shall recognize a non-managerial employee from each unit who has demonstrated the most consistent, positive performance and professionalism both on the job as well as with the public.
 - A. Criteria. Candidates shall be considered as follows: (1) overall excellence in carrying out assigned duties; (2) consistency in performance over an extended period of time; (3) ability to maintain positive relations with staff, public, and inmates; (4) positive record of dependability and attendance; (5) demonstrated leadership both on the job and in the community; (6) positive role model to both staff and inmates; and (7) civic/community contributions and volunteerism.
 - B. Eligibility. Any current employee of the Department who is full time, non-managerial, and who has been employed by the Department for a minimum of a year shall be eligible.
 - C. Nominator. A supervisor or peer may nominate a candidate to the Unit Administrator. Each nomination shall describe how the employee meets the criteria set forth above, and shall be submitted to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony.
 - D. Selection. Only one (1) nomination shall be made from each unit by the Unit Administrator. The Director of Human Resources shall forward the nominations received to the Division Administrators, who shall make final selections.
9. Manager of the Year. The Manager of the Year award shall recognize the manager within the Department who has demonstrated exceptional leadership and managerial performance. The Department Manager of the Year shall be nominated for the Department of Administrative Services Distinguished Managerial Service Award.
 - A. Criteria. Candidates shall be considered as follows: (1)

exceptional service to Division/Unit; (2) exceptional commitment and service to the public; (3) demonstrated leadership in the performance of duties; (4) demonstrated effective interpersonal communication skills; (5) record of career growth and development; (6) demonstrated commitment to the positive development of staff and inmates; (7) positive public image and role model; (8) creativity in the performance of duties to include implementation of cost saving measures; and (9) a positive record of dependability and attendance.

- B. Eligibility. Any current employee of the Department who has held a managerial position for at least one (1) year shall be eligible for nomination.
- C. Nominator. Any individual may nominate an eligible Department manager. The nomination shall be consistent with the aforementioned criteria and shall be submitted to the Unit Administrator. The Unit Administrator shall forward one (1) nomination for this category to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony.
- D. Selection. A committee comprised of Division Administrators shall forward its recommendation for the Department Manager of the Year to the Commissioner for final approval. The Department Manager of the Year shall be submitted for the Department of Administrative Services (DAS) Distinguished Managerial Service Award in accordance with the timeframe dictated by DAS.

10. Distinguished Public Service Award. The Distinguished Public Service Award shall recognize a full time employee who volunteers to conduct a program or provide a service for the Department that is not part of the employee's regular job responsibilities.

- A. Criteria. A candidate shall be considered as follows: (1) the employee provided the service during off-duty hours without receiving compensation; or (2) the program or service is provided for an extended period of time and directly benefits inmates, Department employees, or the community.
- B. Eligibility. Any current, full time employee of the Department of Correction shall be eligible.
- C. Nominator. Any individual may nominate a candidate who meets the eligibility requirements. A nomination shall be submitted to the candidate's Unit Administrator for review and approval.
- D. Selection. Only one (1) nomination shall be made from each unit by the Unit Administrator and forwarded to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony. The Division Administrators shall make final selections.

11. Preservation of Life Medal. The Preservation of Life Medal shall recognize any Department employee who takes spontaneous and immediate action in response to a life-threatening illness or injury to staff or inmates.

- A. Criteria. A candidate shall be considered based upon an incident or event when the employee takes spontaneous and immediate action in response to a life-threatening illness or injury which would otherwise have resulted in the immediate death of a staff member or inmate.

- B. Eligibility. Any employee of the Department of Correction at the time the action was taken shall be eligible.
 - C. Nominator. Any supervisor or peer may nominate to their Unit Administrator a candidate who meets the eligibility requirements. Unit Administrators should review these nominations and forward their selections to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony.
 - D. Selection. The Division Administrators shall make final selections.
12. Unit of the Year. The Unit of the Year Award shall recognize a unit within the Department deserving of acknowledgement for exceptional performance.
- A. Criteria. The unit shall be considered as follows: (1) demonstration of a strong record of cooperative initiatives with other divisions; (2) demonstration of a strong record of teamwork within the unit and/or the division; (3) meeting or exceeding program goals and objectives; and (4) developing and administering new, innovative initiatives and exceptional contributions to the Department.
 - B. Eligibility. Any unit or subunit within any Department Division shall be eligible.
 - C. Nominator. A Division may nominate any unit.
 - D. Selection. Nominations shall be submitted to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony. The Commissioner shall make a final selection.
13. Correction Officer of the Year. The Correction Officer of the Year Award shall recognize the correction officer whose performance has been most outstanding.
- A. Criteria. A candidate shall be considered as follows: (1) outstanding service to the officer's unit; (2) demonstrated leadership in the performance of duties; (3) positive public image and role model; (4) demonstrated effective interpersonal communication skills; and (5) positive record of dependability and attendance.
 - B. Eligibility. Any correction officer with at least two (2) years experience shall be eligible.
 - C. Nominator. Any individual may nominate a candidate who meets the eligibility requirements. Each nomination shall be described according to all the criteria set forth above and shall be submitted to the Unit Administrator by March 31.
 - D. Selection. Nominations shall be mailed to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony. The Director of Human Resources shall forward the nominations to the Selection Committee. The Committee shall be appointed by the Commissioner by April 15 of each year and shall select the final recipients. An application for the Department's selected Correction Officer of the Year shall be submitted by March 1 of the following year to the International Association of Correctional Officers for possible national recognition.
14. Commissioner's Award. The Commissioner's Award shall recognize an individual(s) or organization whose leadership, service or performance

has positively benefited the Department.

- A. Criteria. An individual or organization shall be considered as follows: (1) outstanding contribution to the Department; (2) impact on professionalism on the Department; and (3) progress within the Department.
 - B. Eligibility. Any individual or organization shall be eligible.
 - C. Selection. Selection shall be made by the Commissioner.
15. Employee of the Year. The Employee of the Year award shall recognize the individual employee whose actions and/or performance during each year best represents the Agency's Mission and Goals.
- A. Criteria. The employee who best represents commitment to the Agency's Mission and Goals.
 - B. Selection. Nominations shall be mailed to the Director of Human Resources no later than two (2) months prior to the annual Awards Ceremony. A Commissioner appointed selection committee shall forward its recommendation for Employee of the Year to the Commissioner for final approval.
16. Teacher of the Year. The Teacher of the Year Award shall recognize the teacher whose performance best represents a superior ability to inspire learning in students.
- A. Criteria. A candidate shall be considered as follows: (1) demonstrates exceptional skills and dedication to the field of correctional education; (2) fosters the respect of students, colleagues and administrators; (3) plays an active and beneficial role as an integral part of the institutional community, the school district and the community at large; and (4) promotes education as a lifelong activity.
 - B. Eligibility. Any certified state school teacher or vocational instructor employed by the Department of Correction School District shall be eligible.
 - C. Nominator. Any school administrator may nominate a candidate who meets the eligibility requirements. Nominations shall be submitted no later than two (2) months prior to the annual Awards Ceremony.
 - D. Selection. Nominations shall be reviewed by a committee comprised of three (3) school administrators and the two (2) most recent recipients of the Teacher of the Year Award. Selection shall be based on the above criteria. The name of the selected person shall be submitted to the Superintendent of Schools.
17. The Award for Excellence in Correctional Training and Staff Development. The Award for Excellence in Correctional Training and Staff Development shall recognize a full time permanent employee who displays a dedication and commitment to the field of correctional training and education above and beyond the scope of their established job duties. This award recognizes an employee who delivers training to a range of correctional employees on a variety of topics, who works to promote correctional development and education as a personal goal, mentors and encourages employees in their career development as well as their personal self regard.

- A. Criteria. A candidate shall be considered as follows: (1) significant contributions to the field of correctional education and training for staff and the public; (2) positive role model; (3) ability to motivate and direct staff in the importance of training, both in delivery and participation; (4) willingness and acceptance to mentor junior staff in their continuing education and training; (5) positive record of dependability and attendance in accordance with Administrative Directive 2.11, Employee Dependability; and (6) ability to maintain positive relations with staff and the public.
 - B. Eligibility. Any full time permanent employee, who has been employed by the Department for no less than one (1) year shall be eligible. Any recipient of the Victor E. Harris Outstanding Instructor honor during the previous year will be eligible for nomination of this annual award.
 - C. Nominator. Any individual may nominate a candidate who meets the eligibility requirements. A nomination shall be submitted to the candidate's Unit Administrator for review and approval.
 - D. Selection. The appropriate Division Administrator shall review each nomination for compliance. Approved nominations shall be forwarded to the Commissioner-appointed selection committee for final review and approval no later than two (2) months prior to the annual Awards Ceremony.
18. Professional Association Awards. Department employees shall consider nominating a Department employee or unit for awards presented by any professional association or organization. Employees should forward information concerning such awards to the Director of Human Resources who shall maintain and disseminate a list of such awards. Any employee or unit nominated or selected for an award shall communicate the nomination or selection to the Office of the Commissioner and the Director of Communications. The awards of the American Correctional Association (ACA) are listed in Attachment A. Any employee or contractor, who is an ACA member, shall nominate an eligible employee for an award.
19. Most Valuable Person (MVP) Recognition Program. The Most Valuable Person (MVP) Recognition Program shall recognize an employee for a performance above and beyond the employee's normal scope of duties and/or submits a suggestion(s) that benefits the community, staff and/or operation of the Department/unit. The performance shall be acknowledged through the distribution of an MVP card(s) to the employee. The Administrator of Employee Centered Programs shall coordinate the MVP Recognition Program.
- A. Eligibility. The following employees shall be eligible to receive MVP cards: (1) any staff member who is in the chain of command that reports to a Deputy Warden or Major; (2) any confidential/unclassified and technical staff; and (3) any non-facility staff who report to a Unit or Division Administrator.
 - B. Distribution of MVP Cards. A Major, Deputy Warden, Unit Administrator or higher authority may distribute one (1) or more MVP cards to an eligible employee in recognition of a single performance. However, a written justification shall be submitted to the appropriate Lead Warden or Division Administrator when more than three (3) MVP cards are distributed to an employee for a

single performance.

- C. Redemption of MVP Cards. The Administrator of Employee Centered Programs shall produce a list of gift items that may be obtained in exchange for a designated amount of MVP cards. The items shall be stored for ready distribution. An employee receiving a card(s) may redeem the appropriate amount of MVP cards for an item(s). Each item shall be listed to signify the number of cards necessary to redeem an item.
- 20. Correctional Memorial Fund. A fund shall be established to institute and maintain a memorial which honors staff members from the Department of Correction. The memorial may accept private donations which shall be deposited into the memorial fund through the Fiscal Services Unit.
- 21. Longevity Milestone Awards. Recognition for 10, 15, 20 and 25 years of State service shall occur annually for those Department of Correction employees who have achieved these milestones between October 1 and September 30 of the preceding year. To remain consistent with DAS policy, military leave and unpaid leave are not to be included in the calculations for this award.
- 22. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.